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Case # 503

6 November 1974

OFFICE OF SECURITY NOTICE NO. 74-25

FOR : All Office of Security Employees

SUBJECT: Inventory and Reorganization of Top Secret Control

1. The Security Registry, located in Room 4E-49, Headquarters Building, has been designated as the Area Top Secret Control Office for the Office of Security replacing the Security Records Division. Accountability records and control of collateral Top Secret material will be maintained by the Registry.

2. Personnel of the Office of Security who originate, receive, dispatch, downgrade, or destroy collateral Top Secret material are required to coordinate this action with the Registry. This includes movement of these documents among various components within the Office of Security. It is a further function of the Area Top Secret Control Office to provide Top Secret Control numbers for new documents and thereby enter this material into the control system.

3. As an initial step to reconcile present records dating to 1948, it is requested that all Office components review and inventory their collateral Top Secret holdings. These documents should be reviewed to determine if they can be downgraded, destroyed, or submitted to archives. If it is unclear as to whether any action should be taken concerning a specific document or what action is required, advice may be obtained from the Office of Security Records Administration Officer on Extension

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4. An inventory shall be provided as soon as possible to the Security Registry from each component of the Office.

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The following information is required for each Top Secret collateral document:

- a. Agency Top Secret Control Number
- b. Document Copy Number
- c. Date of Origination
- d. Present Location

5. Any questions concerning this matter may be directed to the Office of Security Top Secret Control Officer, Extension and inventory results should be sent to the Security Registry, Room 4E-49, Headquarters Building.

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Director of Security

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